

# SRI INDU INSTITUTE OF ENGINEERING & TECHNOLOGY

(Formerly RVR Institute of Engineering & Technology)

An Institution, Recognized under 2(f) of UGC Act 1956.

Approved by AICTE, New Delhi and Affiliated to JNTUH.

Sheriguda (V), Ibrahimpatnam (M), Hyderabad, R.R. Dist., Telangana-501 510.

Ph.No:9347187999, 8096951507, 9640590999. E-mail: principalsiiet@gmail.com

Date: 01.10.2021

Minutes of the Meeting of the Global Trendset Educational Society held under the Chairmanship of Sri R Venkat Rao on Friday, the 01<sup>st</sup>, October, 2021 at 02.30 P.m. in the Chairman's Chamber.

## Governing Body Members

©	Name of the Member	Designation	Role
1	Sri. R. Venkat Rao	Chairman, Global Trendset Educational Society	Chairman
2	Sri. R. Anup Chakravarthy	Secretary & Correspondent, Global Trendset Educational Society	Secretary
3	Prof. J. Devi Prasad	President, Global Trendset Educational Society	President
4	Smt. J. Divya	Joint Secretary, Global Trendset Educational Society	Joint Secretary
5	Smt. R. Indumathi	Treasurer, Global Trendset Educational Society	Treasurer
6	Sri. J. Srikar	Executive Member, Global Trendset Educational Society	Executive Member
7	Dr. Y. Raghavender Rao	Professor of Electronics and Communication Engineering & Head, JNTUH CES	Member
8	Dr. I. Satyanarayana	Principal, SRI INDU Institute of Engg. & Tech.	Member & Convener
9	Prof. R. Yadagiri Rao	HOD, Department of H&S, Sri Indu Institute of Engg. and Tech.	Member
10	Dr. R. J. Rao	Senior Scientist, Pfizer Limited, Hyderabad	Member
11	Dr. G. Narayana	Professor & HOD, Department of CSE, Sri Indu Institute of Engg. and Tech.	Member
12	Dr. D. Lakshmaiah	Professor & HOD, Department of ECE, Sri Indu Institute of Engg. and Tech.	Member

Minutes of the Governing Body meeting held on 20.03.2021 have been conferred.

The Governing Body meeting of the Sri Indu Institute of Engineering and Technology was held on 01<sup>st</sup>, October, 2021 at 02.30 hrs in Chairman's chamber and resolved the following.

Cont'd...

- 1) Awareness of COVID-19 Precautions.
- 2) Preparation work with regarding NAAC Peer team.
- 3) Preparation work for UGC Autonomous status.
- 4) Conducting Orientation Day for freshers.
- 5) Commencement of I Year B. Tech Class Work and other activities.
- 6) Daily Review of Academic Activities by Mentors.
- 7) Preparation work for NIRF Ranking.
- 8) Review of TAFRC.
- 9) Conducting FDPs/Workshops/Seminars/Webinars.
- 10) Upgradation of Laboratory.
- 11) Proper Maintenance of Campus comprising Laboratories and Classrooms.
- 12) Placements Drive and CRT training programmes for the third and final year students.
- 13) Conducting Traditional Day.
- 14) Recruitment of Teaching and Non-Teaching staff.
- 15) Purchase of Library Books & Journals.
- 16) Sports activities and NSS Programmes.
- 17) Review of Committees.
- 18) Conducting Faculty Refresher Courses.
- 19) Budget Proposals.

**Awareness of COVID-19 Precautions:** The hon'ble Chairman in the meeting has mentioned the necessary COVID-19 precautions to be taken to prevent any untoward incidents and also created an awareness with regarding the pandemic. While coming to the campus the students should bring their own Sanitizers along with transparent water bottle. The students and the staff are expected to wear the masks and follow social distance.

Action: Principal/HODs/AO

**Preparation work with regarding NAAC Peer team:** The hon'ble Chairman has informed the members of the college that the Institute has applied for the NAAC and all the works with regarding the NAAC to be geared up. In this regard the Institute has also received the schedule of the visiting dates of NAAC peer team on 08<sup>th</sup> and 09<sup>th</sup>, November 2021. He further enquired to confirm preparations regarding NAAC and instructed the staff concerned to keep all the records and documents ready. He has also advised the working staff to focus on the drafting of the criteria based works.

Action: Principal/HODs/AO

**Preparation work for UGC Autonomous status:** The hon'ble Chairman has directed the Principal and HODs that after the completion of NAAC inspection, the Institution should prepare work to achieve Autonomous status.

Action: Principal/HODs

Cont'd...

**Conducting Orientation Day for freshers:** The Secretary & Correspondent has introduced the Institution to the freshers since they are new to the campus environment. He instructed the principal to finalize dates about conducting orientation day for freshers and arrangements to be made for conducting this programme.

Action: Principal/HODs/AO

**Commencement of I Year B. Tech Class Work and other Activities :** The hon'ble Chairman directed that the Class work, Lab work and other related academic work for I year students should be conducted as per the time tables more efficiently. He said that there should not be any lacking in any arrangement, such as, allocation of efficient and able faculty for teaching their subjects and conducting Lab experiments with skilled staff with more focus on slow learners. He also directed that every faculty must and should prepare themselves for teaching with latest teaching methodologies and should be able to thoroughly monitor and identify the students who are slow and weak in grasping the subject and concepts. The faculty should voluntarily encourage and invite the slow learners to get their doubts, if any, cleared at their convenience with an extra time. He also said that the every faculty must follow this procedure. He has directed the Principals and HOD's to effectively monitor all such academic activities very regularly.

Action: I Year Coordinator, Mentors, HODs and Principal

**Daily Review of Academic Activities by Mentors:** The hon'ble Chairman has directed the Principal / HODs / Coordinators regarding the daily review of academics and its implementation in order to have a overview rather analysis of the students about the Lessons, the core and the Labs that are taught during the day that have benefited the student community. He desired that every teacher must experiment and learn new teaching methods based on experiential conditions, so that the students focus on the lessons / concepts that the students never feel bored or deviated during the class hours. Accordingly, the students should also be taught to experiment and bring every idea as a part of research.

Action: Principal/ /HODs/Coordinators

**Preparation work for NIRF Ranking:** The hon'ble Chairman has directed the Principal / HODs / Coordinators for achieving National Institutional Ranking Framework (NIRF) Ranking as it is useful for the growth of the organization.

Action: Principal/ /HODs/Coordinators

**Review of TAFRC:** The hon'ble Chairman has directed the Principal to prepare documentation with regarding Telangana Admission and Fee Regulatory Committee (TAFRC) since 2022-2023 for a period of three Academic years.

Action: Principal

Cont'd...

**Conducting FDPs/Workshops/Seminars/Webinars:** The hon'ble Chairman directed the Principal, HODs and faculty to conduct the FDPs/Workshops/Seminars/Webinars. If the faculty is motivated to present papers, they can enhance their talents for their academic growth and automatically the quality of their teaching will get improved. By participating and conducting FDPs, the faculty can improve the academics of students.

Action: Principal / HODs

**Upgradation of Laboratory:** The hon'ble Chairman instructed the Principal and HODs to arrange the laboratories in accordance with the new courses introduced such as CSE(AI&ML), CSE(Cyber Security) and CSE(IoT) and take necessary action in order to upgrade the facilities of laboratories. They are also asked to place orders for purchase of new equipment. A few more components of the lab equipments are required to be purchased and to be replaced by advanced equipment to conduct the lab semester smoothly.

Action: Principal / HODs

**Proper Maintenance of Campus comprising Laboratories and Classrooms:** The hon'ble Chairman expressed his views about the maintenance of Classrooms and Laboratories and its cleanliness. He reminded to purchase new furniture and building paintings. He expected that the digital classrooms and laboratories to be maintained in spic and span. He also instructed the staff concerned that the laboratories should be thoroughly maintained for its perfection all the time.

Action: Principal/HODs/AO

**Placements Drive and CRT training programmes for the third and final year students:** The Secretary & Correspondent expressed that focus has to be laid on the placement drive activities. The placement cell should work hard in brining the MNCs drives that are being held regularly and reviews are to be carried out so that what extra work need to be done and support that is required for streamlining placement activities.

Action: Placement Officer

**Conducting Traditional Day:** The Secretary & Correspondent asked the principal and HODs to get prepared for the celebration of Traditional Day with enthusiasm. He advised the staff to conduct various events among the students such as Bathukamma, Dandiya and Rangoli etc. The colorful and ethnic garments will give a rich look to the public.

Action: Principal/HODs/AO

Cont'd...

**Recruitment of Teaching and Non-Teaching staff.** : The hon'ble Chairman time and again stressed the vital role played by the devoted staff comprising teaching and non-teaching. He guided the Principal and HODs regarding the process of recruitment of competent staff. He instructed to take certain parameters and eligibility criteria while recruiting the staff. Such staff must have extraordinary qualities such as adopting innovative teaching methods with Communication Skills along with research oriented attitude.

Action: Principal/HODs

**Purchase of Library Books & Journals:** The hon'ble Chairman often stresses the significance of library in the academics of students. He also directed the Principal and the librarian to procure text books with regarding the newly introduced three courses viz., CSE(AI&ML), CSE(Cyber Security) and CSE(IoT). He also reminds its value and informed the members that sufficient books and journals along with magazines in the library are to be available to cater the demands of the students as well as the teaching faculty. He further suggested to upgrade the digital library in tune with the growing demands of students.

Action: Librarian

**Sports activities and NSS Programmes:** The Secretary & Correspondent expressed his views about the Sport activities which are an integral part of academics. Physical Directors are encouraging students to participate in the sports events and students are allotted sports periods. It is interesting to note that many students are excited to take part in different sports activities viz – Cricket, Basketball, Volleyball, Throw ball, Indoor games, Kho-kho, Yoga practices and many more. Along with sports activities the Institute promotes sapling to make the campus clean and green as part of eco friendly ambience. He also guided the staff and students to promote greenery under Haritha haaram Programme, Swachha Bharat under the aegis of NSS.

Action: Principal / HODs/PDs

**Review of Committees:** The hon'ble Chairman and Secretary & Correspondent concluded that various committees are to be appointed to replace the staff who have resigned for various reasons. They have also suggested that the senior staff should be included in the committee. He also gave instructions to the Committee Co-ordinators to ensure no issues will arises among the students and staff.

Action: Principal / HODs

Cont'd...

**Conducting Faculty Refresher Courses:** The hon'ble Chairman also informed that it has been proposed to conduct one week intensive course in various subjects and to allow faculty to attend Refresher Courses. These kind of programmes will definitely hone the talents of the teaching faculty. It has also been decided to encourage participation of Faculty in various Seminars/Workshops being conducted by JNTUH from time to time.


Action: Principal


**Budget Proposals:** The hon'ble Chairman brought out to all the members that the budget proposals for the year 2021-2022 has to be thoroughly discussed so as to allocate the requisite budget for each and every head for all the departments. He has also instructed the Principal to put up budget proposals after consulting the HODs concerned. A separate session will be taken by the hon'ble Chairman to discuss the budget proposals and allocation of funds for the consent and its implementation.

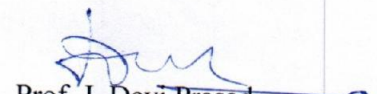
Action: Principal/HODs


The meeting ended at 16:30 hrs.


**GOVERNING BODY MEMBERS**

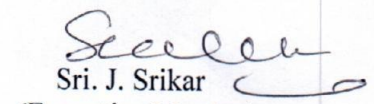
  
Sri. R. Venkat Rao  
CHAIRMAN


  
Sri. R. Anup Chakravarthy  
(Secretary & Correspondent)


  
Prof. J. Devi Prasad  
(President)


  
Smt. R. Indumati  
(Treasurer)

  
Smt. J. Divya  
(Joint Secretary)

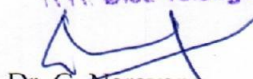
  
Sri. J. Srikar  
(Executive Member)

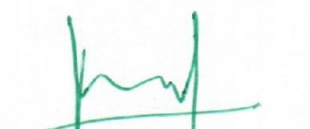
  
Dr. I. Satyanarayana  
(Member & Convener)  
**PRINCIPAL**


  
Prof. R. Yadagiri Rao  
(Member)

  
Dr. R. J. Rao  
(Member)

Sri Indu Institute of Engineering & Te  
Sheriguda(VIII), Ibrahimpatnam  
R.R. Dist. Telangana -501 510

  
Dr. G. Narayana  
(Member)

  
Dr. Y. Raghavender Rao  
(Nominee JNTUH CES)

  
Dr. D. Lakshmaiah  
(Member)

**HOD**

Dept. of Electronics and Communication Engineering  
JNTUH College of Engineering Sultanpur  
Sultanpur(V), Fulkal (M), Sangareddy Dist. 501173